



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
OPNAVINST 5218.1C
OP-09B34

31 AUG 1984

OPNAV INSTRUCTION 5218.1C

From: Chief of Naval Operations

Subj: OPNAV MAIL HANDLING PROCEDURES

Ref: (a) SECNAVINST 5720.42C
(b) SECNAVINST 5211.5C
(c) SECNAVINST 5216.5C
(d) OPNAVINST 5510.1G
(e) OPNAVINST 5218.7

Encl: (1) Incoming Mail Processing and Routing Procedures
(2) Outgoing Mail Processing Procedures
(3) Mail and Messenger Services

1. Purpose. To issue procedures for handling official mail within the Office of the Chief of Naval Operations (OPNAV). This is a complete revision of the earlier instruction and should be read in its entirety.

2. Cancellation. OPNAVINST 5218.1B.

3. Background. The functions of the OPNAV Mail and Files Branch, OP-09B34 (commonly referred to as the OPNAV Central Mail Room (CMR)) are:

a. Control, process and send incoming and outgoing official correspondence.

b. Provide mail delivery service from and to the Defense Post Office (DPO) for all Navy activities in the Pentagon.

c. Operate the CNO Sub-Registry and OPNAV Top Secret Control Section.

d. Maintain the CNO microfiche master files.

The CMR processes and controls correspondence by means of an automated correspondence storage and retrieval system.

4. Action. Please make sure that all personnel involved with the originating, handling and processing of OPNAV correspondence are aware of and comply with this instruction. Top Secret and NATO correspondence are handled separately in the CNO Top Secret Control Office/Sub-Registry, Room 4C479.

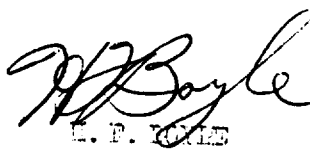
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5. Reports and Forms

a. Reports. The reports required by this instruction are exempt from reports control by OPNAVINST 5214.7.

b. Forms. Unless otherwise noted, forms listed are available through normal Navy supply system in accordance with the current edition of NAVSUP P-2002, Navy Stock List of Publications and Forms.

<u>FORM NUMBER</u> <u>REVISION DATE</u>	<u>FORM TITLE</u>	<u>STOCK NUMBER</u>
OPNAV 5210/4 (REV. 9-80)	Outgoing Document Clearance/ Briefing Sheet (Blue Blazer)	0107-LF-052-1020
OPNAV 5216/158 (REV. 7-78)	Routine Reply, Endorsement, Transmittal or Information Sheet	0107-LF-052-1691
OPNAV 5511/10 (REV. 6-79)	Record of Receipt	0107-LF-055-1151
OPNAV 5216/4 (REV. 1-79)	Outgoing Mail Record Stocked at Washington Navy Yard	0194-LL-009-3851
OPNAV 5216/159 (REV. 4-83)	Return of Correspondence	Available through OP-09B34
OPNAV 5511/10B (REV. 1-83)	Certificate of Receipt	Available through OP-09B34



E. P. BOYLE

Assistant Vice Chief of Naval Operations
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All Divisions of OPNAV

OPNAVINST 5218.1C

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Copy to:
FF1 COMNAVDIST

Stocked:
Chief of Naval Operations
OP-09B34
Washington, DC 20350 (75)

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INCOMING MAIL PROCESSING AND ROUTING PROCEDURES

1. General. The CMR receives incoming mail via the Defense Post Office (DPO), National Capital Region Department of the Navy Mail and Messenger Service (NCRDNMMS), and by messenger.

a. Correspondence addressed to the Office of the Chief of Naval Operations (OPNAV) without an OP-Code is opened and reviewed to decide where it should be sent.

b. Correspondence addressed to a Deputy Chief of Naval Operations/Director of Major Staff Office (DCNO/DMSO) (i.e. OP-03, OP-04, OP-09B, etc.) is also opened and reviewed.

c. If a reply is required or if the correspondence is of value as reference material, primary data is entered into the computer data base; due dates, if appropriate, are assigned; and an Incoming Mail Record (IMR) is prepared.

d. All controlled correspondence is microfilmed and the original document is sent to the action office with an IMR attached.

e. Correspondence addressed to an individual or to the attention of an individual and guard mail envelopes addressed to a particular office or an individual are not opened.

f. If the recipient of correspondence not opened in the CMR decides it meets the requirements for control, it should be returned to the CMR Receipt/Control Section, Room 4C456, Pentagon, for proper action.

2. Control/Processing Procedures

a. Correspondence Addressed to OPNAV

(1) Action correspondence and any correspondence having future reference value are date stamped, assigned a control number, due date (if warranted), and pertinent data entered into the computer data base. The IMR and correspondence are then microfilmed and sent to the proper action secretariat.

(2) Unclassified and confidential correspondence not needing action will be "pitched" to the proper office.

(3) Incoming registered, certified or insured mail not requiring computer control is forwarded to the responsible office using a Registered Mail Receipt form. A signature is

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obtained and the receipt filed in accordance with security and U. S. Postal Service (USPS) instructions.

(4) Readdressing and Forwarding of Correspondence.

When correspondence addressed to OPNAV should go to another activity for action, the receiving DCNO/DMSO office must readdress and forward it to that activity either by endorsement or a letter of transmittal. OPNAV Form 5216/158 may be used.

b. Correspondence Referred to OPNAV by Secretary of the Navy (SECNAV) and Office of Legislative Affairs (OLA) for Action

(1) Secretarial and congressional correspondence received by the CMR from SECNAV and OLA will have either a SECNAV or an OLA IMR attached.

(2) After review, the responsible action and information offices are entered in the secondary routing column of the IMR and that data is entered into the computer data base.

(3) Necessary copies are made and sent out.

(4) Priority Handling. Since short deadlines and a high level of interest are common to this correspondence, they are handled on a priority basis. They are distinguishable from routine correspondence by their unique folders which should be used to send this correspondence from receipt until mailing.

(5) Change of Action Office. SECNAV and OLA assigned actions will not be passed from one OPNAV office, bureau, or command to another. If an action officer receives such correspondence and determines that action should be taken by another office/command, the action officer should return the correspondence to the CMR indicating on the IMR the action officer and accepting office. This "buy/sell" procedure must be strictly observed to avoid indiscriminate non-acceptance of actions.

(6) SECNAV/OLA Correspondence Control Guidelines. Appendix A to this enclosure provides a handy reference guide for handling Secretarial/Congressional mail.

c. Freedom of Information and Privacy Act Correspondence. This correspondence will be given priority handling. All action officers should have knowledge of references (a) and (b).

d. Reply Due Dates. Every effort should be made to meet due dates imposed on action correspondence.

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(1) Interim Replies. When a due date cannot be met, the action officer should write an interim reply stating the reason(s) for not meeting the due date and give a revised completion date. Copies of the interim reply should be sent to the controlling offices, with the Document Control Number (DCN) listed on the bottom right-hand corner.

NOTE: SECDEF and DEPSECDEF will sign interim replies when the original tasking states that they will sign the final response.

(2) Verbal Extensions Granted by Telephone. If a written reply is not feasible, a verbal extension should be obtained. The name of the individual granting the extension, his/her telephone number and the new due date shall be provided to the controlling office(s) by memorandum. Note: SECNAV Administrative Office and OLA in the case of "D" action correspondence (prepare a draft reply) will not accept telephonic extensions on Congressional or OSD action correspondence.

(3) Revised Due Dates. After receipt of a written interim reply or a memorandum advising of a verbal extension, a revised due date due to the controlling office will be entered into the computer data base. When requesting extensions, action officers should consider the time needed for coordination before signature.

3. Correspondence Reports. The CMR issues several reports to assist action offices in managing due dates on correspondence:

a. Daily Correspondence Report. This report lists SECNAV and OLA actions which are overdue, due that day and due within the next seven (7) days. If items on this report have been answered or action changed, return the report to the CMR with appropriate comments.

b. OPNAV Bi-Weekly Freedom of Information Act (FOIA) Report. This report lists outstanding OPNAV FOIA actions.

c. OPNAV Bi-Weekly Privacy Act (PA) Report. This report lists outstanding OPNAV PA actions.

d. SECNAV Weekly Report. This report lists all outstanding SECNAV actions processed and controlled by the CMR. (SECNAV actions controlled by OP-003S do not appear on this report.)

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e. OLA Weekly Report. This report lists all outstanding OLA actions referred to OPNAV for reply.

f. OPNAV Monthly Report. This report lists all outstanding actions addressed to OPNAV.

With the exception of the "Daily Report", a covering memorandum requesting the status of overdue actions and procedures for requesting deletions or changes will accompany each report.

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SECNAV/OLA Correspondence Control Guidelines

1. "A" Action correspondence cannot be changed to a "C" without prior approval of SECNAV Admin at 695-1644.
2. "A" Action responses should not be hand-carried directly to the tasker (i.e., ASN (S&L), ASN (M&RA), etc.) bypassing CMR and SECNAV Admin. These items will still be carried as overdue until CNO and SECNAV Admin are notified by the appropriate tasker.
3. Extensions should be requested by the action officer from the tasker or originating official. Notification of any extension should then be provided to CNO and SECNAV Admin or OLA in writing. Please provide the following information on all extended correspondence due dates (CDUES): date of extension, name, office or code, and phone number of individual granting extension.
4. No Action Required/Cancellation of Action Requests. Send a memorandum to SECNAV Admin or OLA via CMR indicating the circumstances regarding the cancellation of any action item. If SECNAV Admin or OLA approves of the cancellation, the CMR will clear the action.
5. Blue Blazer/Brief Sheets (OPNAV Form 5210/4) should have the appropriate Document Control Number (DCN) annotated on the bottom right corner of the page to identify the tasker.
6. Selling Action Items. Action officers are responsible for selling items that they feel are the cognizance of another office. When actions are sold to another office, return the original route slip and correspondence to CMR showing who accepted action, office or code, and phone number of action officer. CMR will then produce a new route slip showing the new action office. Please do not forward the original route slip and correspondence to the new action officer.
7. Interim Replies. Forward blind copies of all interim responses on action correspondence to CMR and SECNAV or OLA with the DCN annotated on the bottom right corner of the first page.
8. "C" Action Replies. Forward blind copies of all final responses on action correspondence to CMR and SECNAV or OLA with the DCN annotated on the bottom right corner of the first page. When the response is to be mailed by CMR, please ensure that the appropriate DCN is shown on the Outgoing Mail Record (OMR) to identify the tasking.

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9. "D" action correspondence (Prepare draft reply) from OLA requires a response within five (5) working days, or a substantive interim reply. Extensions of due dates will be given by OLA only after they receive an interim response.

10. Weekly/Daily Reports. The OPNAV CMR, as the controlling office for secondary routing, will provide weekly and daily overdue correspondence reports to all OPNAV action codes and Chief of Naval Material (CNM). Daily reports show items overdue, due that day, or due within seven days. Weekly reports reflect all active items for each activity.

11. To aid in processing, please keep Secretarial/Congressional/FOIA-PA correspondence in specified folders when returning to CMR for processing and mailing.

12. The following OPNAV CMR telephone numbers are provided for your information:

ROUTING/ROUTE SLIP CONTROL:	697-4984
INFORMATION/REPORTS CONTROL:	697-4456

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OUTGOING MAIL PROCESSING PROCEDURES

1. General. Send all official correspondence addressed to activities outside OPNAV to the CMR for processing and mailing. This ensures that correspondence is microfilmed for retention in the CNO master files and that pertinent data are entered into the computer data base for reference and retrieval purposes. Follow provisions of reference (c) when preparing official OPNAV correspondence.

2. Processing Procedures. Before submitting correspondence to the CMR for processing, screen it to ensure that there are sufficient copies for distribution and requirements of references (c) and (d) are met. Please do not highlight distribution addressees on official outgoing mail. Also, complete identification of enclosures is required. Appendix A to this enclosure is used to return correspondence with discrepancies.

a. Serial Numbers. The CMR annually assigns blocks of six-digit serial numbers to DCNOs/DMSOs for use on official correspondence leaving OPNAV. The serial number assigned to a letter is also used as the Document Control Number (DCN) for computer input. Please make sure that a serial number is used only once.

b. Outgoing Mail Record.

(1) Official correspondence leaving OPNAV will be accompanied by an Outgoing Mail Record (OMR). This record is filmed along with the correspondence and the data on it is entered into the computer data base for research, retrieval and filing purposes. Appendix B to this enclosure has instructions for completing this record.

(2) Key Words. The appropriate choice of key words will allow retrieval of a document from the computer data base when no other information is available. Enter only one key word in each block. Avoid such words as "Navy", "request", "forward", "ship", "document", etc.

c. Labels. If an address is listed in the Standard Navy Distribution List (SNDL), address labels are not required. If the address is not listed in the SNDL, the originator must provide the proper labels (two each for classified and one for unclassified material).

d. SNDL Format. When the total number of action and "copy to" addressees is fourteen (14) or more, they must be listed in the proper SNDL format, i.e., SNDL number, title, or short title. All Notices and Instructions and all letters with more

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than 14 addressees must be reviewed and chopped by OP-09B34 before final typing. This procedure ensures proper SNDL format and correctness.

e. Assembling Correspondence

(1) Correspondence shall be delivered to the CMR assembled in the following order:

- (a) Outgoing Mail Record (OMR).
- (b) Incoming Mail Record (IMR), if applicable.
- (c) Outgoing Correspondence.
- (d) Incoming Correspondence, if applicable.
- (e) Address labels, or addressed envelopes, if required.

(2) By furnishing the IMR with the correspondence, the CMR can delete any due dates from the computer data base on the same day the correspondence is mailed.

(3) To speed SECNAV and OLA action correspondence, the CMR does not film the correspondence upon receipt. Please attach this type of material and any other correspondence which was not controlled by the CMR upon receipt so that a complete microfiche file may be maintained.

f. Correspondence Not Processed by the CMR. If, for some reason the CMR does not process official outgoing mail but it is hand-carried or mailed by an OPNAV office, a copy of the letter with a serial number assigned, accompanied by an OMR, should be sent to the CMR with the request to film it for inclusion in the CNO master files.

g. In-House Memoranda. Memoranda prepared for distribution within or to another DCNO/DMSO organization shall neither be assigned six-digit serial numbers nor shall they be accompanied by an OMR, unless the originators determine the contents justify archival storage. The CMR will forward in-house memoranda upon receipt. Addressees should be readily identifiable. This procedure results in the CMR being able to give priority handling to official correspondence leaving the command and also expedites delivery of this type of correspondence.

h. Classified Correspondence. When preparing classified correspondence, follow the procedures in references (c) and (d) and those listed below:

(1) Secret Correspondence. All Secret correspondence must be processed and mailed by the CMR using registered mail.

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Inter-OPNAV Secret material may be brought to the CMR Outgoing Section where it will be delivered to the proper DCNO/DMSO and a receipt obtained. An OMR and a six-digit serial should not be used for Inter-OPNAV Secret correspondence unless the document requires archival retention.

(2) Confidential Correspondence. Confidential material addressed to APO/FPO addresses, Department of Defense (DOD) contractors, U.S. government agencies outside the DOD and foreign government/agencies must be mailed by the CMR using registered mail. Confidential material sent to an OPNAV office located outside the Pentagon or to an other DOD agency in the Pentagon or anywhere in the United States need not be registered but shall be double-wrapped with the inner envelope indicating the complete address and stamped "Confidential" and the outer envelope indicating the complete address, plus the additional marking:

"FIRST CLASS
POSTMASTER
RETURN TO SENDER IF UNDELIVERABLE
AS ADDRESSED (DO NOT FORWARD)"

(3) Clearances Required. The following offices must approve/chop classified correspondence as shown prior to submission to the CMR for mailing:

(a) OP-09B21 -- Material being mailed to DOD contractors, unless it is shown on the OMR that provisions of reference (d) have been complied with.

(b) OP-622 -- Material being mailed to foreign governments, unless proper authority for releasing the material is shown on the OMR.

(c) OLA -- All congressional responses.

Reference (d) outlines, in detail, all clearances required before classified material can be released.

(4) Receipt of Secret Documents. Positive control of all Secret documents being sent by OPNAV is essential. Secret documents are sent from more than one mailing point, e.g., the CMR (OP-09B34) for material typed or printed using OPNAV inhouse facilities, or material printed and mailed by an activity other than OP-09B34, e.g., Defense Printing Service; therefore, two versions of the RECORD OF RECEIPT will be used as follows:

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(a) Record of Receipt (OPNAV 5511/10). Will be used for material printed and mailed by a printing service other than OP-09B3. This form is used principally for Secret directives; however, it may be used for any classification if there is a requirement for the recipient to acknowledge receipt. These receipts will be returned to the OPNAV office originating the document as they are received in the CMR. The originator will maintain an effective check-off procedure to ensure complete accountability of all copies of the document concerned. The activity mailing the classified matter will provide the originator with a copy of the U.S. Postal Registry Record, which will serve as a check-off list.

(b) Record of Receipt (OPNAV 5511/10B). This computer-produced card will be used for material sent through the CMR. OP-09B34 is responsible for follow-up accountability for these mailings.

NOTE: Classified documents containing a distribution list of 15 or less will normally be dispatched within 24 hours of receipt in the CMR. Due to the time involved in producing U.S. Postal Registry Records and mandatory receipt cards, larger distributions will take longer. Action officers should take this delay into consideration.

i. Urgent Correspondence. When it is essential that an item be mailed immediately, please hand-deliver it to the CMR, Room 4C460 (Pentagon), and attach an "Urgent Tag" (OPNAV Form 5200/36) to the document or package.

j. Microfiche Copies. Microfiche copies of outgoing correspondence are available to the originating office on request.

k. Internal OPNAV Distribution Lists. The only internal OPNAV distribution lists (less directives) are: "All Divisions of OPNAV" and "DCNOs/DMSOs". The originating office will provide the CMR with sufficient copies for complete distribution. (In the case of Secret documents, only one copy will be distributed to any one OPNAV office unless otherwise specified within the distribution.) Provide 75 copies for DCNOs/DMSOs distribution and 135 copies for "All Division of OPNAV" distribution. Deliver copies to the CMR, Room 4D459.

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RETURN OF CORRESPONDENCE		RATE / NAME OF PROCESSOR	CLASSIFICATION OF ATTACHED
REFERENCES (a) OPNAVINST 5216.8B (CNO Supplement to the Department of the Navy Correspondence Manual) (b) OPNAVINST 5218.1B (Mail Handling Procedures Manual)		FROM <p style="text-align: center;">OP-09B34</p>	
		TO (Originating office)	
ENCLOSURE (1) Your letter, serial _____ of _____			
References (a) and (b) establish format and procedures to be followed in preparing and dispatching outgoing correspondence. The Mail and Files Branch performs screening and review procedures to ensure that all official outgoing correspondence meets these requirements as to format and security markings. Enclosure (1) is returned for correction of discrepancies noted below, and then return to the Mail and Files Branch <u>with this form</u> .			
1. ADDRESSED LABELS OR SUITABLE CONTAINER IS REQUIRED FOR ADDRESSES NOT LISTED IN THE SNDL. (Two labels for classified material)	10. PARAGRAPH CLASSIFICATION MUST BE SHOWN IN EACH PARAGRAPH, OR IN LAST PARAGRAPH, AS APPLICABLE.		
2. SIGNATURE STAMP OMITTED / LETTER UNDATED / TITLE OMITTED.	11. FORWARDING LETTER MUST BEAR A CLASSIFICATION AT LEAST AS HIGH AS BASIC CORRESPONDENCE / ENCLOSURE.		
3. ORIGINAL / COPIES NOT RECEIVED OR ACCOUNTED FOR ON THE OMR.	12. CLASSIFICATION OF THE SUBJECT STANDING ALONE MUST APPEAR IN PARENTHESES AT THE END OF THE SUBJECT.		
4. ABBREVIATIONS USED IN DISTRIBUTION LIST SHOULD BE THE SAME AS SNDL.	13. LETTER / ENCLOSURE(S) MUST BEAR PROVISIONS FOR GENERAL DECLASSIFICATION SCHEDULE.		
5. SERIAL NUMBER NOT ASSIGNED / INCORRECTLY ASSIGNED / INCOMPLETE.	14. CLASSIFIED MATERIAL SHALL BE ADDRESSED TO A COMMAND / ACTIVITY AND NOT TO AN INDIVIDUAL.		
6. ENCLOSURE () NOT RECEIVED / INCOMPLETE / NOT IDENTIFIED.	15. INDICATE ON OMR AUTHORITY FOR RELEASING TO FOREIGN GOVERNMENT; OR CHOP THROUGH OP-622.		
7. "BLIND COPY TO(S) / DISPOSAL DATE SHALL BE SHOWN ON THE OMR.	16. INDICATE ON OMR THAT THE PROVISIONS OF OPNAVINST 5510.1F, ART. 10-312, "RELEASE TO CONTRACTOR," HAVE BEEN COMPLIED WITH; OR CHOP THROUGH OP-09B21.		
8. IF "COPY TO" ADDRESSES ARE NOT TO RECEIVE ENCLOSURES, IT MUST BE SO INDICATED (For example: Copy to (w/o encl.))	17. SEE REVERSE FOR ADDITIONAL COMMENTS.		
9. PROVIDE COPY OF CORRESPONDENCE / OMR FOR FILMING AND ENTRY INTO COMPUTER.			
DATE	SIGNATURE		
HEAD, MAIL AND FILES BRANCH Appendix (A) to Enclosure			

OUTGOING MAIL RECORD

OPNAV 5216/4 (Rev. 1-79)

OPNAVINST 5218.1C

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CLASSIFICATION (Of attached material) A					
CONTROL NO. B	OSER REF C	OPCODE ORIG. D	CNO SER E	CNO DATE F	TYPE G
ADDRESSEE (CMR Action) H		REG. NO. I		SSIC J	
KEY WORD K		KEY WORD K		KEY WORD K	
KEY WORD K		DOWNGRADE YEAR L		DECLASS/REVIEW YEAR M	
REQUIRED RETENTION DATE N	NUMBER MAILED O	DISTRIBUTION (CMR Action) P			

CLEARANCE LADDER;

Q Q Q /S/

COMMENTS (Enter any comments that should become a permanent part of this action for retention in the CMR master microfiche file)

R

- A For UNCLASSIFIED (Attached Material) leave BLANK.
For CLASSIFIED (Secret/Confidential) stamp with RED stamp pad ink.
- B Enter LAST digit or year (1984-4 1985-5, etc.)
Enter CLASSIFICATION of basic document (Secret=S, CONF=C, UNCL=U)
Enter six (6) digit serial number assigned for the current year.
Example: 4U123456=1984, Unclassified, 6 digit serial number.
4C123456=1984, Confidential, 6 digit serial number.
4S123456=1984, Secret, 6 digit serial number.
- C Enter serial number, if any, of the primary reference listed on the outgoing document.
- D Enter OP-Code of the official originating the document (e.g. 943, 902C, etc). DO NOT use "OP-"
- E Enter CLASSIFICATION (as in B above) followed by 6 digit serial number.
For Unclassified material, there is no need to enter "U".
Example: C123456
S123456
- F Enter the date of the document (e.g. 21 Mar 84). May be entered with a date stamp.
- G Enter the appropriate type code, where applicable, for the type of document involved.
Example: "C" = Congressional correspondence

(CMR Use Only)

(Continued on Reverse)

SCREENER	FILMER	MAILER	COMPUTER	CLASSIFICATION (Of attached material)
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(Continued)

"S" - Secretarial Correspondence
"F" - Freedom of Information Correspondence
"P" - Privacy Act Correspondence

- H Leave Blank. CMR Action.
- I Leave Blank. CMR Action.
- J Enter SSIC.
- K Enter from 1 to 4 (maximum of 15 characters each) those Key Words that best describe the content of the document. These Key Words will be the principal elements in locating any and all files relative to a particular subject (e.g., "TRIDENT", "SHMD", "OVERHAUL").
- L Enter from document, if appropriate, year document can be downgraded.
- M Enter from document, if appropriate, year document can be declassified or is to be reviewed.
- N Enter month and year (e.g. 0986, for Sep 1986, or 1088 for Oct 1988) that master microfiche of document can be destroyed for those documents that do not qualify for permanent retention or transfer to the National Archives. Enter "9999" if the record is a permanent one in accordance with SECNAVINST 5212.5B, Disposal of Navy and Marine Corps Records.
- O Leave Blank. CMR action.
- P Leave Blank. CMR action.
- Q For use as the "Chop List" by the originating DCNO/DMSO.
- R (1) Enter originator's data (e.g. Writer: CDR J.E. SMITH, OP-093, x76213; TYPIST: M. JONES - 8 Jan 84.
- (2) List "Blind Copy To:" distribution.
- (3) List any pertinent instructions to CMR (e.g. original mailed--for filming only; Copies were hand-carried to 02, 03, 90, all others require mailing by CMR).
- (4) Indicate if background material accompanying the document is to be microfilmed.

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- (5) Enter any other pertinent data that should be a part of the master microfiche file.

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MAIL AND MESSENGER SERVICES

1. General. The CMR provides daily mail service to each DCNO/DMSO located in the Pentagon and to all other Navy activities in the Pentagon. The messenger will deliver but is not authorized to pick up Secret documents since time does not permit for inventory and the signing of receipts during the delivery run. Secret correspondence should be delivered to Room 4C460 for processing.

2. National Capital Region Department of the Navy Mail and Messenger Service (NCRDNMMS). The NCRDNMMS is operated by the Commandant, Naval District Washington (COMNDW) and provides daily mail and messenger service to Navy activities in the National Capital Region (NCR). Those activities serviced by this activity are listed in Appendix A to this enclosure. Prepare mail sent through NCRDNMMS as follows:

a. Unclassified Mail. Guard mail, plain or official penalty indicia envelopes may be used. Print the addressee, title of organization and corresponding Identification Number (I.D.#) on the envelope.

b. Classified Mail

(1) Confidential Mail. Follow the provisions of reference (d). Confidential mail will be prepared, addressed, and marked as if it were being entered into the U. S. Postal Service (USPS), with the addition of the I.D. Number on the package. Do not use Guard Mail envelopes.

(2) Secret Mail. Secret mail entering this system from Navy offices in the Pentagon will be processed only by the CMR. OPNAV offices located outside the Pentagon sending Secret material to OPNAV offices in the Pentagon or material to be mailed by the CMR shall prepare the package following security regulations. The outer address label shall read "Chief of Naval Operations, OP-09B34, I.D. #01". A receipt should be obtained from the NCRDNMMS messenger.

3. United States Official Mail and Messenger Service (OMMS). The USPS operates this service between offices of federal agencies in the Washington, DC metropolitan area. Use official penalty indicia envelopes bearing complete addresses. The USPS will not accept guard mail envelopes.

4. Defense Post Office (DPO) Services. The CMR picks up and delivers three times a day to the DPO mail received from and entering the USPS or mail destined for other activities in the

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Pentagon. Guard mail envelopes may be used only for unclassified material sent to Pentagon activities. Please use a complete address (i.e., name, agency title and office code). All activities in the Pentagon sort mail by organizational title or code. Mail is not sorted or delivered using room numbers. Improper addresses will delay receipt of mail.

5. Express Mail Service. Express mail is a premium class of mail service offered by the USPS that provides for guaranteed delivery to addressees in certain locales in the United States (including Alaska and Hawaii) within 24 hours. Express mail service is not available to, from or between APO/FPO addresses. Express mail is the most expensive class of mail service offered by the USPS and as a general rule exceeds the need of most Navy mailings. Requests for approval to use express mail shall be made to the OPNAV Official Mail Control Officer (OMCO) who is the Head, OPNAV Mail and Files Branch (OP-09B34), telephone 697-6823. (Please check with the USPS to determine if the address is covered before requesting service.) Approval will be based on requests meeting the following criteria:

a. A mission failure will result if the item is not received the following day.

b. Compelling circumstances prevent the item from being ready for shipment so that it can be delivered in time via regular first-class or priority mail. (Reference (e) lists different classes of mail and approximate delivery times.)

c. The addressee will pick up the express mailing at the destination post office over holidays or weekends, if necessary.

d. All other possible alternatives to the use of express mail have been considered and found to be unsatisfactory. If the use of express mail is approved, the requestor is responsible for delivering the package to the nearest USPS office which handles express mail and for obtaining and returning a copy of the mailing receipt, along with a justification memorandum, to the OMCO (OP-09B34).

6. Mail Deposit Boxes. Official penalty indicia mail is delayed when deposited in the USPS mail deposits located on the Pentagon Concourse and at various entrances to the Pentagon. The USPS will not process this mail. Instead, they return the mail to the originating agency or the servicing mail room for dispatch through the DPO. Deliver official penalty indicia mail to the CMR (Room 4D459) to ensure timely processing.

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7. Personal Mail. All OPNAV personnel and other personnel serviced by the CMR should use their home addresses for receipt of personal mail. If you must use your official address, ensure that correspondents use your OP-Code or designate SECNAV, OPA, OLA, etc., as part of the address if assigned to those offices. Failure to do this results in delivery delays.

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NATIONAL CAPITAL REGION
DEPARTMENT OF THE NAVY
MAIL AND MESSENGER SERVICE
ROUTES AND IDENTIFICATION NUMBERS

ROUTE ONE

Pentagon	(01)
Arlington Annex-Navy	(02)
Arlington Annex-Marine	(03)
Jefferson Plaza	(04)
Crystal Mall	(05)
Crystal Plaza	(06)
National Center	(07)

ROUTE TWO

Webb Building	(11)
Ballston Towers	(10)
Commonwealth Building	(08)
Plaza West	(09)
Potomac Annex	(27)

ROUTE THREE

Nassif Building	(12)
Cameron Station	(13)
Hoffman Complex	(14)

ROUTE FOUR

Suitland	(16)
NAF Andrews	(18)
Cheltenham	(17)

ROUTE FIVE

Navy Yard	(20)
Navy Station	(21)
Research Laboratory	(15)

ROUTE SIX

Carderock	(29)
Bethesda	(30)
Wolfe Building	(23)
White Oak	(24)
Adelphi	(34)
Hyattsville	(38)
Tamol Building	(28)
Security Station	(26)
Naval Observatory	(31)

ROUTE SEVEN (Overnight Service)

Quantico	(19)
Annapolis	(32)
Fort Meade	(33)
Patuxent River	(35)
Dahlgren	(36)
Indian Head	(37)

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<u>ACTIVITY</u>	<u>IDENTIFICATION NO.</u>
ACADEMY, NAVAL.....	(32)
ACCOUNTING AND FINANCE CENTER, NAVY.....	(05)
ACHIEVEMENT, NAVY CAMPUS FOR.....	(20)
ADMINISTRATION AND MANPOWER, ASSISTANT CHIEF OF STAFF MILITARY SEALIFT COMMAND.....	(28)
ADMINISTRATION AND SERVICES DIVISION DIRECTOR, NAVAL FACILITIES ENGINEERING COMMAND.....	(14)
ADMINISTRATION, DIRECTOR OF NAVAL/ASSISTANT VICE CHIEF OF NAVAL OPERATIONS (OP-09B).....	(01)
ADVANCED AMPHIBIOUS STUDY GROUP.....	(19)
ADVISORY COMMITTEE, RESEARCH - NAVAL.....	(01)
AIR FACILITY, NAVAL - ANDREWS A.F.B.....	(18)
AIR RESERVE CENTER, NAVAL - PATUXENT RIVER.....	(35)
AIR RESERVE TRAINING DETACHMENT, MARINE.....	(18)
AIR STATION PATUXENT, NAVAL.....	(35)
AIR SYSTEMS COMMAND HEADQUARTERS, NAVAL.....	(04)
ALCOHOL AND DRUG ABUSE PROGRAM, NAVY (NAVY MILITARY PERSONNEL COMMAND NMPC-63).....	(08)
ALCOHOL SAFETY ACTION PROGRAM OFFICE, NAVY.....	(10)
AIR TEST AND EVALUATION SQUADRON ONE.....	(35)
AIR TEST CENTER, NAVAL.....	(35)
AIR WARFARE, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-05).....	(01)
ANACOSTIA HELIPORT.....	(21)
ANALYSES, CENTER FOR - NAVAL (CONTRACT GROUP) (OP-91).....	(01)
ANALYSIS, SYSTEMS DIVISION (PROGRAM PLANNING OFFICE) (OP-91).....	(01)

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ANNAPOLIS, NAVAL STATION.....(32)

ANTI-SUBMARINE WARFARE SYSTEMS PROJECT OFFICE.....(07)

APPELLATE REVIEW ACTIVITY, NAVY (OFFICE OF JUDGE
ADVOCATE GENERAL).....(20)

ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT).....(01)

ASSISTANT SECRETARY OF THE NAVY (MANPOWER, RESERVE
AFFAIRS AND LOGISTICS).....(01)

ASSISTANT SECRETARY OF THE NAVY (MANPOWER, RESERVE
AFFAIRS AND LOGISTICS).....(06)

ASSISTANT SECRETARY OF THE NAVY (RESEARCH,
ENGINEERING AND SYSTEMS).....(01)

ASSOCIATION, MARINE CORPS.....(19)

AUDIOVISUAL CENTER, NAVAL.....(21)

AUDIT SERVICE, NAVAL - CAPITAL REGION.....(12)

AUDIT SERVICE, NAVAL - HEADQUARTERS.....(12)

AUDITOR, OFFICE OF THE AREA.....(19)

AUDITOR GENERAL, OFFICE OF.....(12)

AUTOMATIC DATA PROCESSING MANAGEMENT, NAVY.....(01)

AUTOMATIC DATA PROCESSING SELECTION OFFICE.....(20)

AVIATION LOGISTIC CENTER, NAVAL.....(35)

AVIATION SUPPORT DETACHMENT, HEADQUARTERS MARINE CORPS.....(18)

BAND, MARINE.....(22)

BAND, NAVY.....(20)

BARRACKS, MARINE.....(22)

BATTALION, MARINE SECURITY GUARD.....(22)

BATTALION, NAVY SECURITY GROUP, MARINE SUPPORT.....(26)

BLOOD DONOR PROCUREMENT PROGRAM.....(06)

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CAPITAL AREA PERSONNEL SERVICES OFFICE, NAVY.....	(10)
CHESAPEAKE DIVISION, NAVAL FACILITIES ENGINEERING COMMAND.....	(20)
CHIEF OF CHAPLAINS/DIRECTOR OF RELIGIOUS MINISTRIES (OP-09G)	(02)
CIVILIAN PERSONNEL, DIRECTOR OF (NAVAL FACILITIES ENGINEERING COMMAND)	(14)
CIVILIAN PERSONNEL COMMAND, NAVAL.....	(10)
CIVILIAN PERSONNEL DIVISION, DIRECTOR (DEPUTY CHIEF OF NAVAL OPERATIONS - MANPOWER, PERSONNEL AND TRAINING)	(02)
COMMAND AND CONTROL (OP-094)	(01)
COMMAND INFORMATION SYSTEMS OFFICE (MILITARY SEALIFT COMMAND)	(12)
COMMUNICATIONS SECURITY MATERIAL SYSTEMS.....	(26)
COMMUNICATIONS UNIT, WASHINGTON - NAVAL.....	(17)
COMPTROLLER, OFFICE OF (ASSISTANT COMPTROLLER FINANCIAL MANAGEMENT SYSTEMS)	(05)
COMPTROLLER, OFFICE OF (NAVAL AIR SYSTEMS COMMAND)	(04)
COMPTROLLER, OFFICE OF.....	(01)
CONSOLIDATED CIVILIAN PERSONNEL OFFICE.....	(20)
CCPO - CRYSTAL CITY BRANCH.....	(06)
CCPO - NW BETHESDA BRANCH.....	(30)
CONSTRUCTION, ASSISTANT COMMANDER FOR (NAVAL FACILITIES ENGINEERING COMMAND)	(14)
CONTRACTING MANAGEMENT (NAVAL SUPPLY SYSTEMS COMMAND)	(05)
CONTRACTING OFFICE, NAVY REGIONAL.....	(20)
CONTRACTS, ASSISTANT COMMANDER FOR (NAVAL FACILITIES ENGINEERING COMMAND)	(14)
CONTRACTS AND SMALL BUSINESS.....	(04)

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CORRECTION OF NAVAL RECORDS, BOARD FOR.....	(02)
COUNCIL OF PERSONNEL BOARDS, NAVAL.....	(10)
COUNSEL, OFFICE OF - NAVAL AIR SYSTEMS COMMAND.....	(04)
COUNSEL, OFFICE OF - NAVAL ELECTRONIC SYSTEMS COMMAND.....	(07)
COUNSEL, OFFICE OF - NAVAL FACILITIES ENGINEERING COMMAND...	(14)
COUNSEL, OFFICE OF - NAVAL SEA SYSTEMS COMMAND.....	(07)
COUNSEL, OFFICE OF - NAVAL SUPPLY SYSTEMS COMMAND.....	(05)
COUNSELING AND ASSISTANCE CENTER/ALCOHOL REHABILITATION DRYDOCK.....	(21)
COURIER SERVICE HEADQUARTERS (ARFCOS) - NAVY.....	(14)
COURT OF MILITARY REVIEW, US NAVY (OFFICE OF JUDGE ADVOCATE GENERAL).....	(20)
DATA AUTOMATION CENTER, WASHINGTON, NAVY REGIONAL.....	(20)
DATA AUTOMATION CENTER (MANPOWER AND ADMINISTRATION SYSTEMS).....	(11)
DATA AUTOMATION CENTER, NAVY REGIONAL (CRYSTAL CITY).....	(05)
DATA AUTOMATION COMMAND, NAVAL.....	(20)
DATA PROCESSING SELECTION OFFICE, AUTOMATIC (ADPSO).....	(20)
DAVID TAYLOR NAVAL SHIP RESEARCH AND DEVELOPMENT CENTER.....	(29)
DAVID TAYLOR NAVAL SHIP RESEARCH AND DEVELOPMENT CENTER - ANNAPOLIS LABORATORY.....	(32)
DECORATIONS AND MEDALS, BOARD OF.....	(14)
DENTAL CENTER, NATIONAL - NAVAL.....	(30)
DEVELOPMENT, OFFICE OF RESEARCH, TEST AND EVALUATION (OP-098).....	(01)
DEVELOPMENT AND EDUCATION COMMAND, MARINE CORPS.....	(19)
DISBURSING, OFFICE (MARINE CORPS) - HENDERSON HALL.....	(03)

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DISTRICT WASHINGTON, HEADQUARTERS NAVAL.....	(20)
DISTRICT WASHINGTON, NAVAL (PERSONNEL SUPPORT ACTIVITY AND SUPPORT BRANCH).....	(05)
DOCTRINE ACTIVITY, NAVY TACTICAL.....	(20)
DOCUMENTATION DIVISION, DIRECTOR (NAVAL FACILITIES ENGINEERING COMMAND).....	(14)
DRUM AND BUGLE CORPS, MARINE CORPS.....	(22)
ELECTROMAGNETIC COMPATIBILITY ANALYSIS CENTER.....	(32)
ELECTROMAGNETIC SPECTRUM CENTER, NAVY.....	(26)
ELECTRONIC SYSTEMS COMMAND, HEADQUARTERS, NAVAL.....	(07)
ELECTRONIC SYSTEMS ENGINEERING CENTER - NAVAL (PORTSMOUTH VA. DETACHMENT).....	(31)
ELECTRONIC SYSTEMS SECURITY ENGINEERING CENTER, NAVAL - SECURITY STATION.....	(26)
ENGINEERING AND DESIGN, DEPUTY ASSISTANT COMMANDER FOR (NAVAL FACILITIES ENGINEERING COMMAND).....	(14)
ENGINEERING LOGISTICS OFFICE, NAVY.....	(25)
EVALUATION AND MANAGEMENT INFORMATION SYSTEMS NMPC-6C (NAVAL MILITARY PERSONNEL COMMAND).....	(08)
EXCHANGE, NAVY.....	(20)
EXCHANGE DATA PROCESSING CENTER, MARINE CORPS (HEADQUARTERS MARINE CORPS).....	(19)
EXHIBIT CENTER, NAVY RECRUITING.....	(20)
EXPLOSIVE ORDNANCE DISPOSAL SCHOOL, NAVAL.....	(37)
FACILITIES ACQUISITION, DEPUTY COMMANDER FOR (NAVFAC).....	(14)
FACILITIES ENGINEERING COMMAND, NAVAL.....	(14)
FACILITIES ENGINEERING COMMAND, NAVAL (YARDS & DOCKS).....	(14)
FACILITIES PLANNING AND REAL ESTATE, ASSISTANT COMMANDER FOR (NAVFAC).....	(14)

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FAMILY HOUSING, ASSISTANT COMMANDER FOR (NAVFAC)	(14)
FIELD SUPPORT ACTIVITY.....	(21)
FINANCE CENTER, NAVY REGIONAL.....	(05)
FINANCE CENTER, NAVY REGIONAL (ACCOUNTING DIRECTORATE - FSD)	(20)
FINANCE CENTER, NAVY REGIONAL (ACCOUNTING DIRECTORATE - FSP AND FSR)	(11)
FLEET AIR RECON SQUADRON FOUR.....	(35)
FLEET MARINE FORCE MEDICINE.....	(03)
FLEET MATERIAL SUPPORT ACTIVITY.....	(11)
FLEET WEATHER FACILITY.....	(16)
FOOD SERVICE PROGRAMS (NAVAL SUPPLY SYSTEMS COMMAND)	(20)
FOOD SERVICE SYSTEMS OFFICE, NAVY.....	(20)
HEADQUARTERS BATTALION, MARINE CORPS - HENDERSON HALL.....	(03)
HEADQUARTERS NAVAL DISTRICT WASHINGTON.....	(20)
HEALTH SCIENCES, NAVAL SCHOOL OF.....	(30)
HEALTH SCIENCES EDUCATION AND TRAINING COMMAND, NAVAL.....	(30)
HELIPORT, ANACOSTIA.....	(21)
HIGH ENERGY LASER (HEL) PROJECT OFFICE (PM-22)	(07)
HISTORICAL CENTER, MARINE CORPS.....	(20)
HISTORICAL FOUNDATION, NAVAL.....	(20)
HOUSEHOLD GOODS (JOINT PERSONAL PROPERTY OFFICE)	(13)
HUMAN RESOURCE MANAGEMENT CENTER WASHINGTON.....	(08)

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INCENTIVE AWARDS ADMINISTRATION (NAVAL TELECOMMUNICATIONS COMMAND)	(26)
INFORMATION, DIRECTOR OF (MARINE CORPS)	(03)
INFORMATION, OFFICE OF (OP-007)	(01)
INFORMATION PROGRAM CENTER	(01)
INSPECTION AND SURVEY, NAVAL BOARD OF	(27)
INSPECTOR GENERAL (MARINE CORPS)	(03)
INSPECTOR GENERAL (NAVAL)	(20)
INSPECTOR GENERAL AND SECURITY DIVISION OF (NAVAL AIR SYSTEM COMMAND)	(04)
INSPECTOR GENERAL (NAVAL FACILITIES ENGINEERING COMMAND)	(14)
INSPECTOR GENERAL (NAVAL SUPPLY SYSTEMS COMMAND)	(05)
INSPECTOR - INSTRUCTOR STAFF, NMCRTC	(20)
INSTALLATION AND LOGISTICS, DEPUTY CHIEF OF STAFF FOR (MARINE CORPS)	(08)
INSTITUTE, MARINE CORPS	(22)
INTELLIGENCE COMMAND, NAVAL	(16)
INTELLIGENCE COMMAND, NAVAL (NAVAL INVESTIGATIVE SERVICE HEADQUARTERS)	(16)
INTELLIGENCE, OFFICE OF NAVAL (OP-009)	(01)
INTELLIGENCE PROCESSING SYSTEMS SUPPORT ACTIVITY, NAVAL	(16)
INTELLIGENCE SUPPORT CENTER, NAVAL	(16)
INTERNAL RELATIONS ACTIVITY, NAVAL	(01)
JOINT CRUISE MISSILE PROJECT OFFICE (PM-3)	(07)
JOINT PERSONAL PROPERTY SHIPPING OFFICE	(13)
JOINT TEST DIRECTORATE	(19)
JUDGE ADVOCATE GENERAL, OFFICE OF	(14)

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LABORATORIES, DIRECTOR OF NAVY.....	(06)
LABORATORIES, NAVY RESEARCH.....	(15)
LEGAL SERVICE OFFICE, NAVAL.....	(20)
LEGISLATIVE AFFAIRS, OFFICE OF.....	(01)
LIBRARIES, TECHNICAL NAVAL.....	(06)
LIBRARY, NAVY DEPARTMENT.....	(20)
LOGISTICS AND FLEET SUPPORT.....	(04)
LOGISTICS, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-04).....	(01)
MANAGEMENT AND ADMINISTRATION DIRECTORATE.....	(04)
MANPOWER, PERSONNEL AND TRAINING, DEPUTY FOR CHIEF OF NAVAL OPERATIONS (OP-01).....	(02)
MANPOWER, PERSONNEL MANAGEMENT, DIRECTOR OF (NAVAL MATERIAL COMMAND).....	(06)
MANPOWER UTILIZATION, OFFICE OF.....	(19)
MARINE CORPS, US HEADQUARTERS.....	(03)
MARINE SUPPORT BATTALION, NAVAL SECURITY GROUP.....	(26)
MARITIME TEST AND EVALUATION UNIT.....	(32)
MARS RADIO STATION, HEADQUARTERS NAVY-MARINE CORPS MILITARY AFFILIATE RADIO SYSTEM.....	(17)
MATERIAL COMMAND, HEADQUARTERS NAVAL.....	(06)
MEDICAL CENTER, NATIONAL NAVAL.....	(30)
MEDICAL COMMAND, NAVAL.....	(27)
MEDICAL DATA SERVICES CENTER, NAVAL.....	(30)
MEDICAL RESEARCH AND DEVELOPMENT COMMAND, NAVAL.....	(30)
MEDICAL RESEARCH INSTITUTE, NAVAL.....	(30)
MEDICINE AND DENTAL, BUREAU OF (MARINE CORPS LIAISON OFFICE).....	(03)

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MEMORIAL MUSEUM, NAVY.....	(20)
MILCON PROGRAMMING, ASSISTANT COMMANDER FOR (NAVAL FACILITIES ENGINEERING COMMAND).....	(14)
MILITARY PERSONNEL OFFICE (NAVFAC)	(14)
MILITARY SEALIFT COMMAND HEADQUARTERS.....	(28)
MLSF AMPHIBIOUS MINE AND SPECIAL WARFARE DIVISION.....	(01)
MUSEUM, MARINE CORPS.....	(20)
MUSEUM, NAVY.....	(20)
MUTUAL AID, NAVY.....	(02)
NATIONAL CAPITAL REGION DEPARTMENT OF THE NAVY MAIL AND MESSENGER SERVICE.....	(25)
NATIONAL CAPITAL REGION DEPARTMENT OF THE NAVY MOTOR POOL.....	(25)
NATIONAL CAPITAL REGION FACILITIES AND SERVICES STAFF.....	(20)
NATIONAL NAVAL DENTAL CENTER.....	(30)
NATIONAL NAVAL MEDICAL CENTER BRANCH CLINICS.....	(20)
NATIONAL NAVAL RESERVE POLICY BOARD.....	(01)
NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE.....	(33)
NATO SEA GNAT PROJECT.....	(04)
NATO SEASPARROW PROJECT OFFICE.....	(05)
NAVAL AUDIT SERVICE HEADQUARTERS.....	(12)
NAVAL CIVILIAN PERSONNEL COMMAND.....	(10)
NAVAL HEALTH SCIENCES EDUCATION AND TRAINING COMMAND.....	(30)
NAVAL MILITARY COMMAND SUPPORT ACTIVITY.....	(11)
NAVAL MILITARY PERSONNEL COMMAND.....	(02)
NAVAL RESEARCH, OFFICE.....	(10)

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NAVPRO MANAGEMENT OFFICE.....	(04)
NAVY PASSENGER TRANSPORTATION.....	(02)
NAVY PRINTING AND PUBLICATIONS SERVICE.....	(20)
NUCLEAR TEST PERSONNEL REVIEW, NAVY (OP-981T).....	(08)
OBSERVATORY, US NAVAL.....	(31)
OCCUPATIONAL DEVELOPMENT AND ANALYSIS CENTER, NAVY.....	(21)
OCEAN SURVEILLANCE INFORMATION CENTER, NAVAL.....	(16)
OCEANOGRAPHIC CENTER, NAVY POLAR.....	(16)
OCEANOGRAPHIC TEST AND EVALUATION SQUADRON EIGHT.....	(35)
OFFICE OF ADMIRAL RICKOVER.....	(20)
OFFICE OF RESEARCH, DEVELOPMENT, TEST AND EVALUATION (OP-098).....	(01)
OPERATIONAL INTELLIGENCE CENTER, NAVY.....	(16)
OPERATIONAL TEST AND EVALUATION ACTIVITY, MARINE CORPS.....	(19)
OPERATIONS, OFFICE OF CHIEF OF NAVAL (OP-00).....	(01)
ORDNANCE FACILITY, NAVAL.....	(37)
ORDNANCE STATION, NAVAL.....	(37)
OVERSEAS AND DISPLACEMENT STAFF.....	(10)
PASSENGER TRAINS OFFICE, NAVY.....	(05)
PASSENGER TRANSPORTATION, NAVY.....	(05)
PATENT COUNCIL.....	(04)
PATROL SQUADRON 68.....	(35)
PERSONNEL BOARDS, NAVAL COUNCIL OF.....	(10)
PERSONNEL COMMAND, NAVAL MILITARY.....	(02)
PERSONNEL COMMAND, NAVAL MILITARY (ASST CHIEF OF NAVAL PERSONNEL/ASSISTANT COMMANDER FOR NAVAL RESERVE NMPC-9).....	(08)

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PERSONNEL SUPPORT ACTIVITY DETACHMENT, DTNSRDC.....	(29)
PERSONNEL SUPPORT ACTIVITY DETACHMENT, FT. MEADE.....	(33)
PERSONNEL SUPPORT BRANCH OFFICE, CRYSTAL CITY.....	(05)
PERSONNEL SUPPORT DETACHMENT, ANACOSTIA.....	(21)
PERSONNEL SUPPORT DETACHMENT, SECURITY STATION.....	(26)
PETROLEUM OFFICE, NAVY.....	(13)
PHOTOGRAPHIC CENTER, NAVAL.....	(21)
PLANS AND PROGRAMS, DEPUTY COMMANDER FOR (NAVAL AIR SYSTEMS COMMAND).....	(04)
PLANS, POLICY AND OPERATIONS, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-06).....	(01)
PLANT REPRESENTATIVE OFFICE, NAVAL.....	(33)
PMA & APC PROJECT OFFICES.....	(04)
PROGRAM APPRAISAL, OFFICE OF.....	(01)
PROGRAM PLANNING OFFICE (NAVY) (OP-090).....	(01)
PROGRAM AND COMPTROLLER, DIRECTOR OF (NAVAL FACILITIES ENGINEERING COMMAND).....	(14)
PUBLICATIONS AND PRINTING SERVICE OFFICE, NAVY.....	(20)
RADIO STATION, NAVAL OPERATIONS AMATEUR - NAVAL COMMUNICATIONS STATION (CHELTENHAM).....	(17)
RADIO TRANSMITTER FACILITY ANNAPOLIS.....	(32)
READINESS PLANNING DIVISION DIRECTOR (NAVAL FACILITIES ENGINEERING COMMAND).....	(14)
RECONNAISSANCE & PHOTO SYSTEMS.....	(04)
RECREATION SERVICES DIVISION NMPC-65 (NAVAL MILITARY PERSONNEL COMMAND).....	(08)
RECRUITING COMMAND, NAVY.....	(10)

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RECRUITING DISTRICT WASHINGTON, NAVY.....	(38)
RECRUITING EXHIBIT CENTER, NAVY.....	(20)
RELIEF SOCIETY, NAVY.....	(10)
RESEARCH AND DEVELOPMENT, ASSISTANT COMMANDER FOR (NAVAL FACILITIES ENGINEERING COMMAND).....	(14)
RESEARCH AND DEVELOPMENT CENTER, DAVID TAYLOR NAVAL SHIP....	(29)
RESEARCH LABORATORY, NAVAL.....	(15)
RESEARCH, OFFICE OF NAVAL.....	(10)
RESEARCH DEVELOPMENT, TEST AND EVALUATION, OFFICE OF (OP-098).....	(01)
RESERVE, DIRECTOR OF NAVAL (OP-09R).....	(01)
RESERVE PERSONNEL MANAGEMENT DEPT, DIRECTOR OF NAVAL (NAVAL MILITARY PERSONNEL COMMAND).....	(08)
RESERVE CENTER, NAVAL - WASHINGTON NAVY YARD.....	(20)
RESERVE CENTER, NAVAL - ADELPHI.....	(34)
RESERVE CENTER, NAVY AND MARINE CORPS.....	(21)
RESERVE DIVISION, MARINE CORPS.....	(03)
RESERVE READINESS COMMAND, NAVAL (REGION SIX).....	(20)
RESERVE RECRUITING COMMAND, NAVAL (DISTRICT FIVE).....	(34)
REWSON SYSTEMS PROJECT PME 107 (NAVAL ELECTRONIC SYSTEMS COMMAND).....	(04)
SAUDI NAVAL EXPANSION PROGRAM (PM-5).....	(05)
SEA SYSTEMS COMMAND HEADQUARTERS, NAVAL.....	(07)
SEABEE SR. ENLISTED ADVISER TO COMMANDER (NAVAL FACILITIES ENGINEERING COMMAND).....	(14)
SECURITY ASSISTANCE DIVISION (OP-63).....	(06)
SECURITY GROUP COMMAND HEADQUARTERS, NAVAL.....	(26)

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SECURITY GROUP ACTIVITY, NAVAL - FT. MEADE.....	(33)
SECURITY GROUP DETACHMENT, NAVAL - FT. MEADE.....	(33)
SECURITY GUARD BATTALION, MARINE.....	(19)
SECURITY STATION, NAVAL.....	(26)
SERVICES BRANCH, MARINE CORPS (HEADQUARTERS MARINE CORPS)...	(19)
SHIP DESIGN AND INTEGRATION DIRECTORATE (SEA-03E) CODE 94...	(29)
SPACE COMMAND, NAVAL.....	(36)
SPACE SURVEILLANCE SYSTEM, NAVAL.....	(36)
STRATEGIC SYSTEMS PROJECTS DIRECTOR (PM-1).....	(05)
SUBMARINE WARFARE, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-02).....	(01)
SUPPLY CORPS PERSONNEL (NAVAL SUPPLY SYSTEMS COMMAND).....	(02)
SUPPLY SYSTEMS COMMAND HEADQUARTERS, NAVAL.....	(05)
SUPPORT UNIT, STATE DEPARTMENT - NAVAL.....	(27)
SURFACE WARFARE, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-03)...	(01)
SURFACE WEAPONS CENTER, NAVAL - DAHLGREN.....	(36)
SURFACE WEAPONS CENTER, NAVAL - WHITE OAK.....	(24)
SURGEON GENERAL, CHIEF OF BUREAU (BUREAU OF MEDICINE AND SURGERY).....	(27)
SURGEON GENERAL, OFFICE OF (OP-093).....	(01)
TACTICAL AND NUCLEAR WEAPONS (PM-23).....	(25)
TACTICAL DOCTRINE ACTIVITY, NAVY.....	(20)
TACTICAL SUPPORT ACTIVITY, NAVY.....	(24)
TACTICAL TECHNICAL TRAINING CENTER, PENSACOLA DETACHMENT, NATIONAL CRYPTOLOGIC SCHOOL.....	(33)
TACTICAL TRAINING AND READINESS (OP-953).....	(10)

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TELECOMMUNICATIONS COMMAND, NAVAL.....(26)

TELECOMMUNICATIONS INTEGRATION SYSTEM CENTER, NAVAL.....(17)

TRAINING DEVICE CENTER, NAVAL.....(18)

TRANSPORTATION (NAVAL SUPPLY SYSTEMS COMMAND).....(05)

TRIDENT SYSTEMS PROJECT OFFICE (PM-2).....(07)

UNDERWATER SYSTEMS COMMAND, NAVAL.....(24)

UNIFORM MATTERS, ASSISTANT FOR NAVY - NMPC-04
(NAVY MILITARY PERSONNEL COMMAND).....(08)

UNIFORM SHOP, NAVAL.....(20)

WAR COLLEGE OFF-CAMPUS GRADUATE SEMINAR STUDY
PROGRAM, NAVAL.....(20)

WARFARE NAVAL, OFFICE OF (OP-095).....(01)

WEAPONS CENTER, NAVAL SURFACE - WHITE OAK.....(24)

WEAPONS DEVELOPMENT BRANCH (NAVAL AIR SYSTEMS COMMAND).....(04)

WEAPONS ENGINEERING SUPPORT ACTIVITY, NAVAL.....(20)

WEATHER SERVICE ENVIRONMENTAL DETACHMENT - ANDREWS AFB.....(18)

WHITE HOUSE COMMUNICATIONS AGENCY.....(21)

WHITE HOUSE LIAISON OFFICE.....(01)

WIFELINE ASSOCIATIONS, NAVY.....(20)

PENTAGONNUMBER 01

ADMINISTRATION, DIRECTOR OF NAVAL/ASSISTANT VICE CHIEF OF NAVAL
OPERATIONS (OP-09B)

ADVISORY COMMITTEE, RESEARCH-NAVAL

AIR WARFARE, DEPUTY OF NAVAL OPERATIONS (OP-05)

ANALYSES, CENTER FOR - NAVAL (CONTRACT GROUP) (OP-91)

ANALYSIS, SYSTEMS DIVISION (PROGRAM PLANNING OFFICE) (OP-91)

ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT)

ASSISTANT SECRETARY OF THE NAVY (MANPOWER, RESERVE AFFAIRS AND
LOGISTICS)

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ASSISTANT SECRETARY OF THE NAVY (RESEARCH, ENGINEERING AND SYSTEMS)
AUTOMATIC DATA PROCESSING MANAGEMENT, NAVY
COMMAND AND CONTROL (OP-094)
COMPTROLLER, OFFICE OF
INFORMATION, OFFICE OF (OP-007)
INFORMATION PROGRAM CENTER
INTELLIGENCE, OFFICE OF NAVAL (OP-009)
INTERNAL RELATIONS ACTIVITY, NAVAL
LEGISLATIVE AFFAIRS, OFFICE OF
LOGISTICS, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-04)
MLSF AMPHIBIOUS MINE AND ADVANCE NAVAL VEHICLES DIVISION (OP-37)
NATIONAL NAVAL RESERVE POLICY BOARD
OPERATIONS, OFFICE OF CHIEF OF NAVAL (OP-00)
PLANNING AND PROGRAMMING DIVISION, GENERAL (OP-90)
PLANS, POLICY AND OPERATIONS, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-06)
PROCUREMENT, OFFICE OF
PROGRAM APPRAISAL, OFFICE OF
PROGRAM PLANNING OFFICE, NAVY (OP-090)
RESEARCH, DEVELOPMENT, TEST AND EVALUATION, OFFICE OF (OP-098)
RESERVE, DIRECTOR OF NAVAL (OP-09R)
SECRETARY OF DEFENSE, OFFICE OF
SECRETARY OF THE NAVY, IMMEDIATE OFFICE OF
SUBMARINE WARFARE, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-02)
SURFACE WARFARE, DEPUTY CHIEF OF NAVAL OPERATIONS (OP-03)
SURGEON GENERAL, OFFICE OF (OP-093)
WARFARE, OFFICE OF NAVAL (OP-095)
WHITE HOUSE LIAISON OFFICE

ARLINGTON ANNEX - NAVY

NUMBER 02

CHIEF OF CHAPLAINS/DIRECTOR OF RELIGIOUS MINISTRIES (OP-09G)
CIVILIAN PERSONNEL POLICY DIVISION, DIRECTOR (DEPUTY CHIEF OF
NAVAL OPERATIONS-MANPOWER, PERSONNEL AND TRAINING) (OP-14)
CORRECTION OF NAVAL RECORDS, BOARD FOR
MANPOWER, PERSONNEL AND TRAINING, DEPUTY CHIEF OF NAVAL
OPERATIONS (OP-01)
MILITARY PERSONNEL/TRAINING, DIRECTOR OF (OP-13)
MUTUAL AID, NAVY
NAVAL MILITARY PERSONNEL COMMAND
NAVY PASSENGER TRANSPORTATION
SUPPLY CORPS PERSONNEL (NAVAL SUPPLY SYSTEMS COMMAND)

ARLINGTON ANNEX - MARINE

NUMBER 03

DISBURSING OFFICE, MARINE CORPS - HENDERSON HALL
FLEET MARINE FORCE MEDICINE
HEADQUARTERS BATTALION, MARINE CORPS - HENDERSON HALL

31 AUG 1984

INFORMATION, DIRECTOR OF (MARINE CORPS)
INSPECTOR GENERAL, MARINE CORPS
MARINE CORPS, U.S. HEADQUARTERS
MEDICINE AND DENTAL BUREAU OF - (MARINE CORPS LIAISON OFFICE)
RESERVE DIVISION, MARINE CORPS

JEFFERSON PLAZANUMBER 04

AIR SYSTEMS COMMAND HEADQUARTERS, NAVAL
COMPTROLLER, OFFICE OF (NAVAL AIR SYSTEMS COMMAND)
CONTRACTS AND SMALL BUSINESS
COUNSEL, OFFICE OF (NAVAL AIR SYSTEMS COMMAND)
INSPECTOR GENERAL AND SECURITY, DIVISION OF (NAVAL AIR SYSTEMS
COMMAND)
LOGISTICS & FLEET SUPPORT
MANAGEMENT AND ADMINISTRATION DIRECTORATE
NATO SEA GNAT PROJECT
NAVPRO MANAGEMENT OFFICE
PATENT COUNCIL
PLANS AND PROGRAMS, DEPUTY COMMANDER FOR (NAVAL AIR SYSTEMS
COMMAND)
PMA & APC PROJECT OFFICES
RECONNAISSANCE & PHOTO SYSTEMS
REWSON SYSTEMS PROJECT PME 107
WEAPONS DEVELOPMENT BRANCH (NAVAL AIR SYSTEMS COMMAND)

CRYSTAL MALLNUMBER 05

ACCOUNTING AND FINANCE CENTER, NAVY
COMPTROLLER, OFFICE OF (ASSISTANT COMPTROLLER FINANCIAL
MANAGEMENT SYSTEMS/NAVY ACCOUNTING AND FINANCE CENTER)
CONTRACTING MANAGEMENT (NAVAL SUPPLY SYSTEMS COMMAND)
COUNSEL, OFFICE OF (NAVAL SUPPLY SYSTEMS COMMAND)
DATA AUTOMATION CENTER, NAVY REGIONAL (CODE 503)
DISTRICT WASHINGTON, NAVAL (PERSONNEL SUPPORT ACTIVITY AND
SUPPORT BRANCH)
FINANCE CENTER, NAVAL REGIONAL
FLEET HOSPITAL PROJECT (PM-24)
INSPECTOR GENERAL, NAVAL SUPPLY SYSTEMS COMMAND
NATO SEASPARROW PROJECT OFFICE
PASSENGER TRAINS OFFICE, NAVY
PASSENGER TRANSPORTION, NAVY
PERSONNEL SUPPORT BRANCH OFFICE CRYSTAL CITY
SAUDI NAVAL EXPANSION PROGRAM (PM-5)
STRATEGIC SYSTEMS PROJECT DIRECTOR
SUPPLY SYSTEMS COMMAND HEADQUARTERS, NAVAL
TRANSPORTATION (NAVAL SUPPLY SYSTEMS COMMAND)

3-1 AUG 1984

CRYSTAL PLAZA

NUMBER 06

ASSISTANT SECRETARY OF THE NAVY (MANPOWER, RESERVE AFFAIRS AND LOGISTICS)
BLOOD DONOR PROCUREMENT PROGRAM
COUNSEL, OFFICE OF GENERAL
LABORATORIES, DIRECTOR OF NAVY
LIBRARIES, TECHNICAL-NAVAL
MANPOWER AND PERSONNEL MANAGEMENT, DIRECTOR OF (NAVAL MATERIAL COMMAND)
MATERIAL COMMAND, HEADQUARTERS NAVAL
PERSONNEL OFFICE, CONSOLIDATED CIVILIAN (CRYSTAL CITY BRANCH)
SECURITY ASSISTANCE DIVISION (OP-63)

NATIONAL CENTER

NUMBER 07

ANTI-SUBMARINE WARFARE SYSTEMS PROJECT OFFICE
COUNSEL, OFFICE OF (NAVAL SEA SYSTEMS COMMAND)
ELECTRONIC SYSTEMS COMMAND, HEADQUARTERS - NAVAL
HIGH ENERGY LASER (HEL) PROJECT OFFICE (PM-22)
JOINT CRUISE MISSILE PROJECT OFFICE
SEA SYSTEMS COMMAND HEADQUARTERS, NAVAL
TRIDENT SYSTEMS PROJECT OFFICE (PM-2)

COMMONWEALTH BUILDING

NUMBER 08

ALCOHOL AND DRUG ABUSE PROGRAM, (NAVY MILITARY PERSONNEL COMMAND NMPC-63)
EVALUATION AND MANAGEMENT INFORMATION SYSTEMS (NAVAL MILITARY PERSONNEL COMMAND NMPC-6C)
HUMAN RESOURCE MANAGEMENT CENTER WASHINGTON (CHIEF OF NAVAL OPERATIONS)
INSTALLATION AND LOGISTICS, DEPUTY CHIEF OF STAFF FOR (MARINE CORPS)
NUCLEAR TEST PERSONNEL REVIEW, NAVY (OP-981T)
PERSONNEL COMMAND, NAVAL MILITARY (ASSISTANT CHIEF OF NAVAL PERSONNEL/ASSISTANT COMMANDER FOR NAVAL RESERVE NMPC-9)
RECREATION SERVICES DIVISION (NAVAL MILITARY PERSONNEL COMMAND NMPC-65)
RESERVE PERSONNEL MANAGEMENT DEPARTMENT, DIRECTOR OF NAVAL (NAVAL MILITARY PERSONNEL COMMAND)
UNIFORM MATTERS, ASSISTANT FOR NAVAL (NAVAL MILITARY PERSONNEL COMMAND NMPC-04)

PLAZA WEST

NUMBER 09

NAVAL MILITARY PERSONNEL COMMAND (NMPC-165)
NMPC-165 (WITH POMPONIO PLAZA ADDRESS)

31 AUG 1984BALLSTON TOWERSNUMBER 10

NAVAL CIVILIAN PERSONNEL COMMAND
NAVAL MATERIAL COMMAND (MAT 07)
OFFICE OF NAVAL DISABILITY AND EVALUATION BOARDS
OFFICE OF NAVAL TECHNOLOGY (ONT)
ALCOHOL SAFETY ACTION PROGRAM OFFICE, NAVY
CAPITAL AREA PERSONNEL SERVICES OFFICE, NAVY
COUNCIL OF PERSONNEL BOARDS, NAVAL
DISCHARGE AND REVIEW BOARDS, NAVAL
OFFICE OF CIVILIAN MANPOWER AND MANAGEMENT (OCMM)
OVERSEAS AND DISPLACEMENT STAFF
PERSONNEL BOARDS, NAVAL COUNSEL OF
RECRUITING COMMAND, NAVY
RELIEF SOCIETY, NAVY
RESEARCH, OFFICE OF NAVAL
TACTICAL TRAINING AND READINESS (OP-953)

WEBB BUILDINGNUMBER 11

FINANCE CENTER, NAVY REGIONAL (ACCOUNTING DIRECTORATE - FSP AND
FSR)
FLEET MATERIAL SUPPORT ACTIVITY
NAVAL MILITARY COMMAND SUPPORT ACTIVITY (NMCSA)

NASSIF BUILDINGNUMBER 12

AUDITOR GENERAL, OFFICE OF
AUDIT SERVICE, NAVAL - HEADQUARTERS
AUDITOR SERVICE, NAVAL - CAPITAL REGION
COMMAND INFORMATION SYSTEMS OFFICE (MILITARY SEALIFT COMMAND)
MILITARY TRAFFIC MANAGEMENT COMMAND

CAMERON STATIONNUMBER 13

DTIC (DEFENSE TECHNICAL INFORMATION CENTER)
HOUSEHOLD GOODS (JOINT PERSONAL PROPERTY OFFICE)
JOINT PERSONAL SHIPPING OFFICE
PETROLEUM OFFICE, NAVY

HOFFMAN BUILDINGNUMBER 14

ADMINISTRATION AND SERVICES DIVISION DIRECTOR, NAVAL FACILITIES
ENGINEERING COMMAND
CIVILIAN PERSONNEL, DIRECTOR OF (NAVAL FACILITIES ENGINEERING
COMMAND)
CONSTRUCTION, ASSISTANT COMMANDER FOR (NAVAL FACILITIES
ENGINEERING COMMAND)
CONTRACTS, ASSISTANT COMMANDER FOR (NAVAL FACILITIES ENGINEERING
COMMAND)

31 AUG 1984

COUNSEL, OFFICE OF (NAVAL FACILITIES ENGINEERING COMMAND)
 COURIER SERVICE HEADQUARTERS (ARFCOS) -NAVY
 DECORATIONS AND MEDALS, BOARD OF
 DOCUMENTATION DIVISION, DIRECTOR (NAVAL FACILITIES ENGINEERING
 COMMAND)
 ENGINEERING AND DESIGN, DEPUTY ASSISTANT COMMANDER FOR (NAVAL
 FACILITIES ENGINEERING COMMAND)
 FACILITIES ACQUISITION, DEPUTY COMMANDER FOR
 FACILITIES ENGINEERING COMMAND, NAVAL
 FACILITIES ENGINEERING COMMAND, NAVAL YARDS AND DOCKS)
 FACILITIES PLANNING AND REAL ESTATE, ASSISTANT COMMANDER FOR
 (NAVAL FACILITIES ENGINEERING COMMAND)
 FAMILY HOUSING, ASSISTANT COMMANDER FOR (NAVAL FACILITIES
 ENGINEERING COMMAND)
 INSPECTOR GENERAL, NAVAL FACILITIES ENGINEERING COMMAND
 JUDGE ADVOCATE GENERAL, OFFICE OF
 MILCON PROGRAMMING, ASSISTANT COMMANDER FOR (NAVAL FACILITIES
 ENGINEERING COMMAND)
 MILITARY PERSONNEL OFFICE (NAVAL FACILITIES ENGINEERING
 COMMAND)
 PROGRAMS AND COMPTROLLER, DIRECTOR OF (NAVAL FACILITIES
 ENGINEERING COMMAND)
 READINESS PLANNING DIVISION DIRECTOR (NAVAL FACILITIES
 ENGINEERING COMMAND)
 RESEARCH AND DEVELOPMENT, ASSISTANT COMMANDER FOR (NAVAL
 FACILITIES ENGINEERING COMMAND)
 SEABEE SENIOR ENLISTED ADVISER TO COMMANDER (NAVAL FACILITIES
 ENGINEERING COMMAND)

RESEARCH LABORATORY

NUMBER 15

RESEARCH LABORATORY, NAVAL

SUITLAND

NUMBER 16

FLEET WEATHER FACILITY
 INTELLIGENCE COMMAND, NAVAL
 INTELLIGENCE COMMAND, NAVAL (NAVAL INVESTIGATIVE SERVICE
 HEADQUARTERS)
 INTELLIGENCE PROCESSING SYSTEMS SUPPORT ACTIVITY, NAVAL
 INTELLIGENCE SUPPORT CENTER, NAVAL
 OCEAN SURVEILLANCE INFORMATION CENTER, NAVAL
 OPERATIONAL INTELLIGENCE CENTER, NAVY
 NAVY POLAR OCEANOGRAPHIC CENTER

CHELTHENHAM

NUMBER 17

COMMUNICATIONS UNIT WASHINGTON, NAVAL
 MARS RADIO STATION, HEADQUARTERS NAVY-MARINE CORPS MILITARY
 AFFILIATE RADIO SYSTEM

31 AUG 1984

NAVAL TELECOMMUNICATIONS AUTOMATION SUPPORT CENTER
RADIO STATION, NAVAL OPERATIONS AMATEUR-NAVAL COMMUNICATION
STATION
TELECOMMUNICATIONS CENTER INTEGRATION SYSTEM, NAVAL

ANDREWS AFBNUMBER 18

AIR FACILITY, NAVAL
AIR RESERVE TRAINING DETACHMENT, MARINE
WEATHER SERVICE ENVIRONMENTAL DETACHMENT
NAVY REGIONAL MEDICAL CLINIC BRANCH DISPENSARY
NAVAL REGIONAL DENTAL CENTER NAF ANNEX
COMMANDER, RESERVE TACTICAL SUPPORT WING DETACHMENT
PERSONNEL SUPPORT DETACHMENT
AIRCRAFT SUPPORT DETACHMENT, U. S. MARINE CORPS
NAVAL RESERVE RECRUITING OFFICE
MARINE AIRCRAFT GROUP-41 DETACHMENT A
LIGHT PHOTOGRAPHIC SQUADRON TWO ZERO SIX VFP-206
LIGHT PHOTOGRAPHIC SQUADRON THREE ZERO SIX VFP-306
FLEET LOGISTICS SUPPORT SQUADRON FORTY-EIGHT VR - 48
NAVAL FLIGHT INFORMATION GROUP
NAVAL WEATHER SERVICE ENVIRONMENTAL DETACHMENT
NAVAL AIR ENGINEERING SERVICE UNIT

QUANTICONUMBER 19

ADVANCED AMPHIBIOUS STUDY GROUP
ASSOCIATION, MARINE CORPS
AUDITOR, OFFICE OF THE AREA
DEVELOPMENT AND EDUCATION COMMAND MARINE CORPS
EXCHANGE DATA PROCESSING CENTER MARINE CORPS (HEADQUARTERS
MARINE CORPS)
JOINT TEST DIRECTORATE
MANPOWER UTILIZATION, OFFICE OF
MUSEUM, MARINE CORPS
OPERATIONAL TEST AND EVALUATION ACTIVITY, MARINE CORPS
SECURITY GUARD BATTALION, MARINE
SERVICES BRANCH, MARINE CORPS (HEADQUARTERS MARINE CORPS)

NAVY YARDNUMBER 20

ACHIEVEMENT, NAVY CAMPUS FOR
APPELLATE REVIEW ACTIVITY (JUDGE ADVOCATE GENERAL)
AUTOMATIC DATA PROCESSING SELECTION OFFICE
BAND, NAVY
CHESAPEAKE DIVISION, NAVAL FACILITIES ENGINEERING COMMAND
CONSOLIDATED CIVILIAN PERSONNEL OFFICE
CONTRACTING OFFICE, NAVY REGIONAL

31 AUG 1984

COURT OF MILITARY REVIEW, US NAVY (JUDGE ADVOCATE GENERAL)
 DATA AUTOMATION CENTER WASHINGTON, NAVY REGIONAL
 DATA AUTOMATION COMMAND, NAVAL
 DOCTRINE ACTIVITY, NAVY TACTICAL
 ENGINEERING SUPPORT ACTIVITY (ESA)
 EXCHANGE, NAVY
 EXHIBIT CENTER, NAVY RECRUITING
 FINANCE CENTER, NAVY REGIONAL (ACCOUNTING DIRECTORATE - FSD)
 FOOD SERVICE PROGRAMS (NAVAL SUPPLY SYSTEMS COMMAND)
 FOOD SERVICE SYSTEMS OFFICE, NAVY
 HEADQUARTERS NAVAL DISTRICT WASHINGTON
 HISTORICAL CENTER, MARINE CORPS
 HISTORICAL FOUNDATION, NAVAL
 INSPECTOR - INSTRUCTOR STAFF, NMCTRC
 LEGAL SERVICE OFFICE, NAVAL
 LIBRARY, NAVY DEPARTMENT
 MEMORIAL MUSEUM, NAVY
 NATIONAL CAPITAL REGION FACILITIES AND SERVICES STAFF (NCRFSS)
 NATIONAL NAVAL MEDICAL CENTER BRANCH CLINICS
 OFFICE OF ADMIRAL RICKOVER "OAR"
 PUBLICATIONS AND PRINTING SERVICE OFFICE, NAVY
 RECRUITING EXHIBIT CENTER, NAVY
 RESERVE CENTER, NAVAL
 RESERVE READINESS COMMAND, NAVAL-REGION SIX
 TACTICAL DOCTRINE ACTIVITY, NAVY
 UNIFORM SHOP, NAVAL
 WAR COLLEGE OFF-CAMPUS GRADUATE SEMINAR STUDY PROGRAM, NAVAL
 WEAPONS ENGINEERING SUPPORT ACTIVITY, NAVAL
 WIFELINE ASSOCIATION, NAVY

NAVAL STATION

NUMBER 21

ANACOSTIA HELIPORT
 AUDIOVISUAL CENTER, NAVAL
 COUNSELING AND ASSISTANCE CENTER/ALCOHOL REHABILITATION DRYDOCK
 DEFENSE INTELLIGENCE SCHOOL
 FIELD SUPPORT ACTIVITY
 GENERAL DETAIL
 NAVY MARINE CORPS RESERVE CENTER (NMCRC)
 OCCUPATIONAL DEVELOPMENT AND ANALYSIS CENTER, NAVY (NODAC)
 PERSONNEL SUPPORT DETACHMENT
 PHOTOGRAPHIC CENTER, NAVAL
 WHITE HOUSE COMMUNICATION AGENCY

MARINE BARRACKS

NUMBER 22

BAND, MARINE
 BARRACKS, MARINE
 BATTALION, MARINE SECURITY GROUP

31 AUG 1984

DRUM AND BUGLE CORPS, MARINE CORPS
INSTITUTE, MARINE CORPS

WOLFE BUILDING

NUMBER 23

MILITARY SEALIFT COMMAND

WHITE OAK (NSWC)

NUMBER 24

SURFACE WEAPONS CENTER, NAVAL (NSWC)
TACTICAL SUPPORT ACTIVITY, NAVY (NTSA)
UNDERWATER SYSTEMS COMMAND, NAVY (NUSC)

EADS STREET

NUMBER 25

BROADCASTING SERVICE, NAVY (OP-007C)
NATIONAL CAPITAL REGION DEPARTMENT OF THE NAVY MAIL AND
MESSENGER SERVICE
NATIONAL CAPITAL REGION DEPARTMENT OF THE NAVY MOTOR POOL
NAVY ENGINEERING LOGISTICS OFFICE (NELO)
TACTICAL AND NUCLEAR WEAPONS (PM-23)

SECURITY STATION

NUMBER 26

COMMUNICATIONS SECURITY MATERIAL SYSTEMS
ELECTROMAGNETIC SPECTRUM CENTER
ELECTRONIC SYSTEMS SECURITY ENGINEERING CENTER, NAVAL
INCENTIVE AWARDS ADMINISTRATION (NAVAL TELECOMMUNICATIONS
COMMAND)
MARINE SUPPORT BATTALION, NAVAL SECURITY GROUP
PERSONNEL SUPPORT DETACHMENT, NAVAL SECURITY STATION
SECURITY GROUP COMMAND HEADQUARTERS, NAVAL
NTOCC WARD CIRCLE DETACHMENT
SECURITY STATION, NAVAL
TELECOMMUNICATIONS COMMAND, NAVAL

POTOMAC ANNEX

NUMBER 27

INSPECTION AND SURVEY, NAVAL BOARD OF
MEDICAL COMMAND, NAVAL
STATE DEPARTMENT NAVAL SUPPORT UNIT

TAMOL BUILDING

NUMBER 28

ADMINISTRATION AND MANPOWER, ASSISTANT CHIEF OF STAFF (MILITARY
SEALIFT COMMAND)

31 AUG 1984

PATENT COUNSEL (ONR) CODE 93
PERSONNEL SUPPORT ACTIVITY DETACHMENT (PASS OFFICE) (CODE 29)
SHIP DESIGN AND INTEGRATION DIRECTORATE (SEA-03E) (CODE 94)
SURFACE EFFECT SHIPS PROJECT (PMS-304)
NAVAL PUBLICATIONS & PRINTING SERVICE BRANCH OFFICE (CODE 96)
(NPPSBO)
DAVID TAYLOR NAVAL SHIP RESEARCH AND DEVELOPMENT CENTER

BETHESDA (NNMC)

NUMBER 30

ARMED FORCES RADIO BIOLOGICAL INSTITUTE
CONSOLIDATED CIVILIAN PERSONNEL OFFICE (BETHESDA BRANCH) CCPO-NW
DENTAL CENTER, NATIONAL - NAVAL
HEALTH SCIENCES EDUCATION AND TRAINING COMMAND, NAVAL
HEALTH SCIENCES, NAVAL SCHOOL OF
MEDICAL CENTER, NATIONAL NAVAL
MEDICAL DATA SERVICES CENTER, NAVAL
MEDICAL RESEARCH AND DEVELOPMENT COMMAND, NAVAL
MEDICAL RESEARCH INSTITUTE, NAVAL
NAVAL HEALTH SCIENCES EDUCATION AND TRAINING COMMAND
PERSONNEL SUPPORT ACTIVITY DETACHMENT

OBSERVATORY

NUMBER 31

ELECTRONIC SYSTEMS ENGINEERING CENTER, NAVAL (PORTSMOUTH VA.PTT)
DETACHMENT)
OBSERVATORY, U S NAVAL
OCEANOGRAPHY DIVISION, NAVAL (OP-952)/OCEANOGRAPHER OF THE NAVY

ANNAPOLIS

NUMBER 32

ACADEMY, NAVAL
ANNAPOLIS, NAVAL STATION
DAVID TAYLOR NAVAL SHIP RESEARCH AND DEVELOPMENT CENTER -
ANNAPOLIS LABORATORY
ELECTROMAGNETIC COMPATIBILITY ANALYSIS CENTER
MARITIME TEST AND EVALUATION UNIT
RADIO TRANSMITTER FACILITY ANNAPOLIS

FORT MEADE

NUMBER 33

NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE
PERSONNEL SUPPORT ACTIVITY DETACHMENT FT. MEADE
PLANT REPRESENTATIVE OFFICE, NAVAL
SECURITY GROUP ACTIVITY, NAVAL
SECURITY GROUP DETACHMENT, NAVAL
TACTICAL TECHNICAL TRAINING CENTER, PENSACOLA DETACHMENT,
NATIONAL CRYPTOLOGIC SCHOOL

81 AUG 1984ADELPHINUMBER 34

CHIEF NAVAL RESERVE RECRUITING COORDINATOR CRD (ART) HOUSE
RESERVE CENTER, NAVAL
RNMCB 23 DET 11232
FF1084 McCANDLESS 8406
COSMSC HQ WASH DET 106
SURFWPCEN DET 206
SECGRU HQ WASH DC 206
SECGRU DET 6TH FLT 106
DIRNSA FMDE DET 406
DIRNSA FIUDE HQ 406
NWEPTALANT 106
NCSO FLORIDA 506
COMSUBRON 8-1106
CONVOY COM KWEST 306
USCG REL SUP 106
PMS PT HUENEME DET 106
SELECTIVE SERVICE SYSTEM HQ 106
NMPC-2 COMP 206
G7 STA HOSP HQ 106
SURG TM 106
VTU RESEARCH 0601
VTU GENERA 060
MOBIL CONSTRUCTION GRP 0601

PATUXENT RIVERNUMBER 35

AIR RESERVE CENTER, NAVAL
AIR STATION PATUXENT, NAVAL
AIR TEST AND EVALUATION SQUADRON ONE
AIR TEST CENTER, NAVAL
AVIATION LOGISTICS CENTER, NAVAL
FLEET AIR RECON SQUADRON FOUR
OCEANOGRAPHIC TEST AND EVALUATION SQUADRON EIGHT
PATROL SQUADRON 68

DAHLGRENNUMBER 36

SPACE COMMAND, NAVAL
SPACE SURVEILLANCE SYSTEM, NAVAL
SURFACE WEAPONS CENTER, NAVAL

INDIAN HEADNUMBER 37

EXPLOSIVE ORDNANCE DISPOSAL SCHOOL, NAVAL
ORDNANCE FACILITY, NAVAL (NSEA)
ORDNANCE STATION, NAVAL (NSEA)

OPNAVINST 5218.1C

31 AUG 1984

HYATTSVILLE

NUMBER 38

RECRUITING DISTRICT WASHINGTON, NAVY